

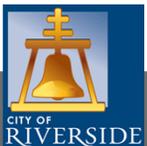
Human Resources Board Report

City Council
April 22, 2014

RiversideCa.gov

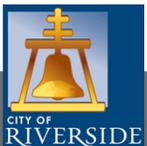
Establishment of HR Board

- The HR Board was established by City Charter to:
 - Recommend to the City Council, after a public hearing, the adoption, amendment, or repeal of personnel rules and regulations
 - Act in an advisory capacity to the City Council on matters concerning personnel administration



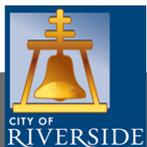
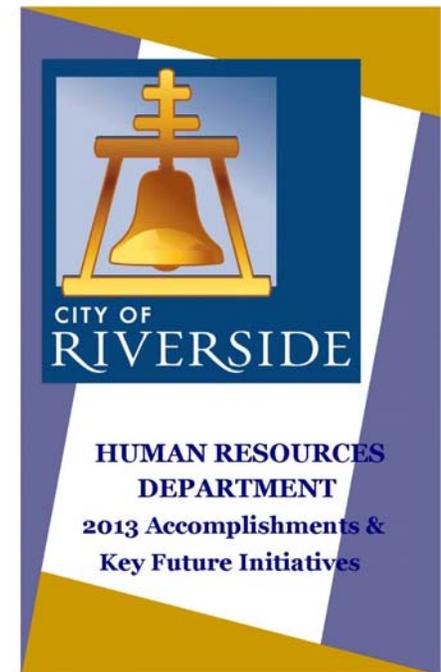
Current HR Board Members

- Norman Powell, *Chair*, Ward 7 (At-large)
- Arthur Butler, *Vice Chair*, Ward 2
- Lawrence Conn, Ward 1
- Sonya Dew, Ward 3 (At-large)
- Tricia Eibs, Ward 3
- Holly Evans, Ward 4
- Vacant, Ward 5
- Jeannie Darnell, Ward 6
- Alysia Webb, Ward 7



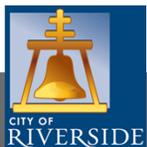
HR Department Achievements

- The HR Board heard updates highlighting achievements from various divisions within the Human Resources Department, including:
 - Wellness Program
 - Recruitment Division
 - Transition to NeoGOV
 - On-Boarding Award
 - Training Program
 - Succession Planning
 - Safety
 - Workers' Compensation
 - Volunteer and Intern Program
 - Summer Work Experience Program



HR Board Accomplishments

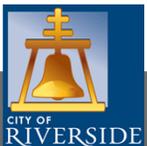
- The HR Board reviewed the following information:
 - Employee Relations Statistics
 - Employee Separation Statistics
 - Citywide Vacancies
 - Recruitment Statistics
 - Seventeen Personnel Policies and Procedures (new and revised)
 - Skelly Officer Instructions



HR Board Accomplishments

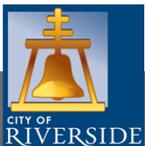
- The HR Board requested and heard general presentations from eleven (11) City departments:
 - Police*
 - Public Works
 - Library*
 - General Services
 - Museum
 - Airport
 - Parks, Recreation and Community Services
 - Community Development
 - Fire

* The HR Board heard a presentation from this department twice.



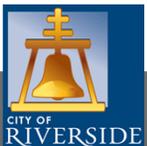
HR Board Accomplishments

- The HR Board facilitated two grievance hearings for unrepresented Management employees
- The HR Board worked to identify funding sources for the City's Summer Work Experience Program (SWEP)
- The HR Board discussed and revised their standing rules
- The HR Board received progress updates on the 2006 HR Strategic Work Plan of which 87% has been completed in seven years
- Facilitated a public hearing to solicit input on ten personnel policies

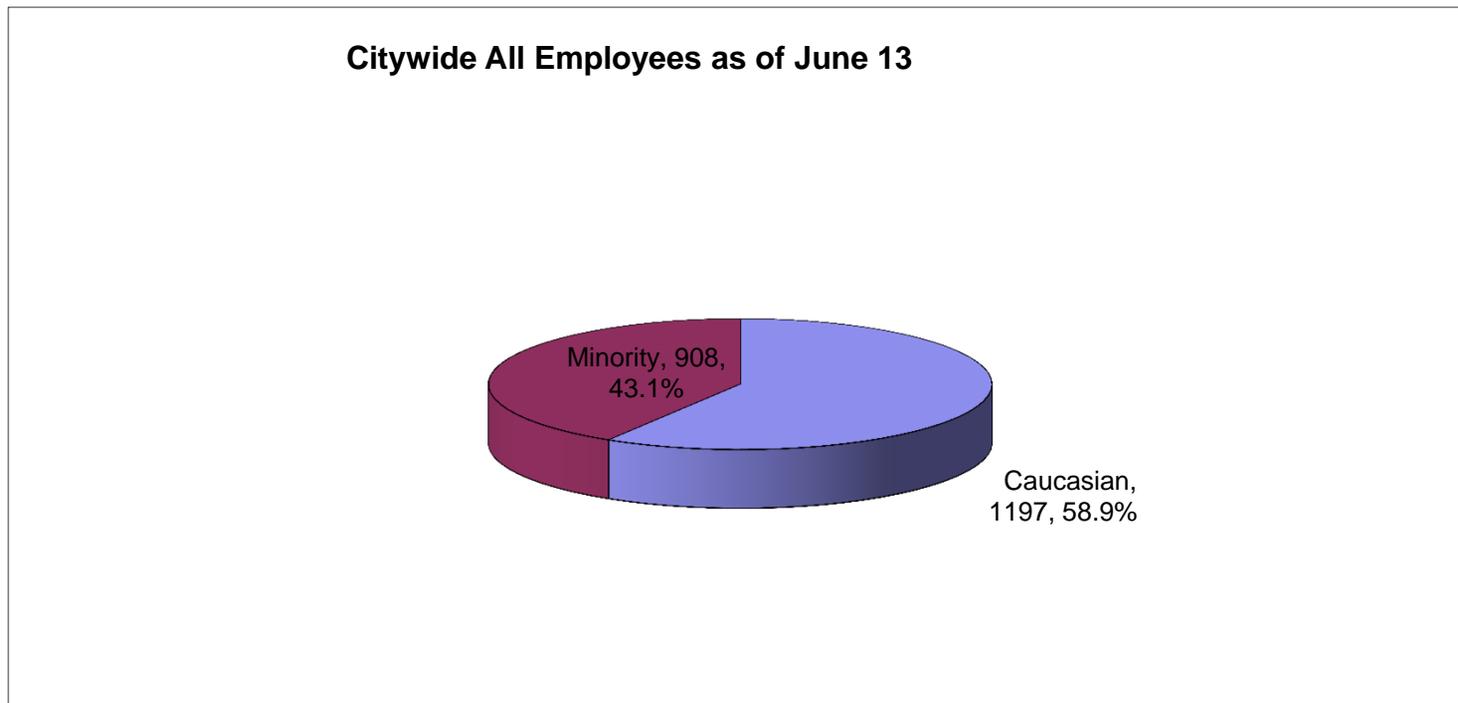


EEO Statistics

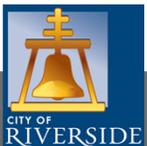
- The HR Board remains vigilant in providing a forum for departments and the public to address diversity and employment statistics.
- The HR Board regularly reviews the following:
 - City-wide EEO Statistics
 - Management EEO Statistics



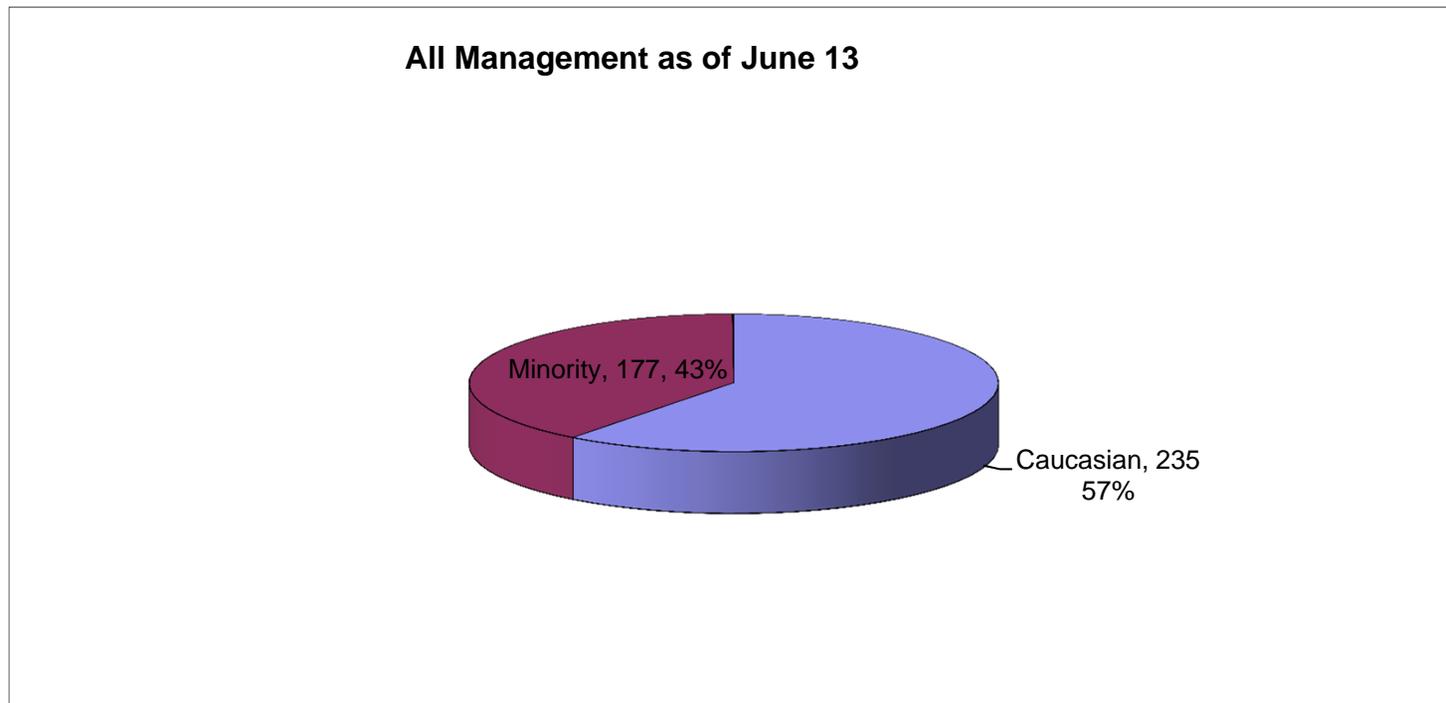
Citywide EEO Statistics



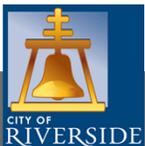
Profile of Citywide workforce as of June 2013 was 43.1% minority



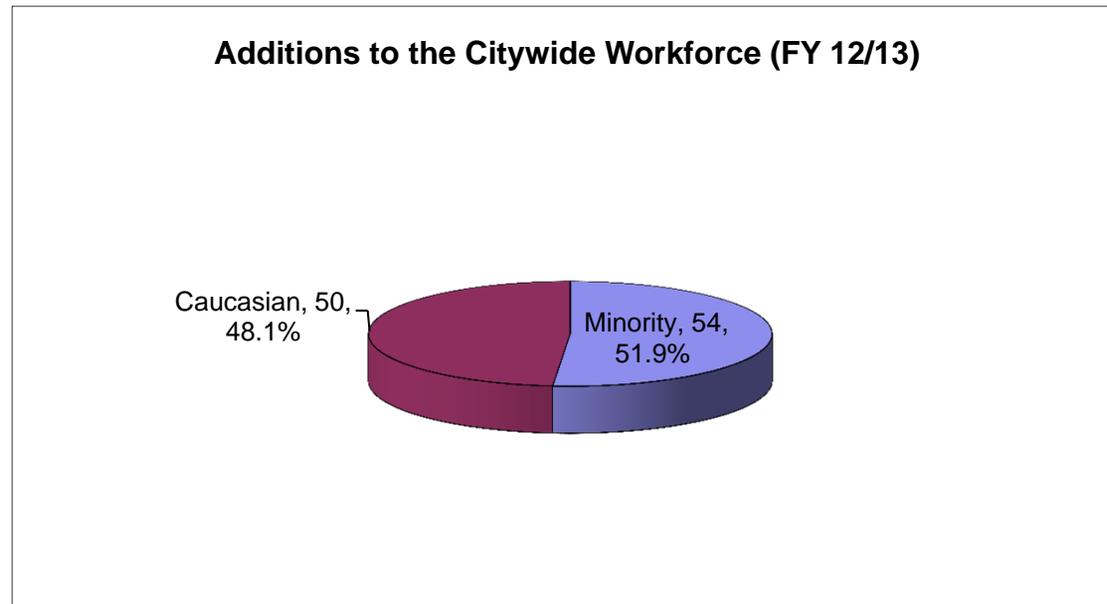
Management EEO Statistics



Profile of Management workforce as of June 2013 was 43% minority



Citywide EEO Changes



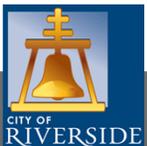
During Fiscal Year 2012/13, the City added 104 employees to the workforce of which 51.9% were minority.

The Citywide minority workforce increased from 37.3% in June 2005 to 43.1% in June 2013.



HR Board - Future Challenges

- In the next twelve months, the HR Board will focus its efforts on the following:
 - Continue to monitor staffing and workforce demographics as compared to previous years
 - Continue to ensure a diversified applicant pool from which to select the most qualified candidates
 - Continue to be available to unrepresented Management employees to hear grievances as defined by Charter
 - Maintaining an active role in the revision of the Personnel Policies and Procedure Manual



In Closing...

- The HR Board will continue to carry out its obligations by focusing on the following:
 - Make regular recommendations to the City Council and City Manager regarding personnel administration
 - Partner with Human Resources to provide support and recommendations to increase organizational effectiveness and continue to bring diversity in line with community profile
 - Continue to be a venue to the public to openly discuss matters relating to personnel administration

